

## STANDARD CLAIM INVOICE COMPLETION INSTRUCTIONS

1: **Vendor information** must be completed as follows:

- **A:** Vendor name as listed on the contract with the state.
- **B:** Complete vendor address as listed with the state (if at any time this address changes you will be required to complete a change of address form and a W-9 before billing and return it to our office to be distributed to appropriate personnel for changes to be made.
- **C:** Vendor Tax ID must have a V, C, T or E at the beginning followed by 11 numbers. This is assigned to you by the state and is usually the same number as listed with the IRS or your Social Security Number.
- **D:** Provider Code is ALWAYS only 2 letters, RT,JC,DT,FF,ED,EB,HE etc. nothing else goes beside the letters.
- **E:** Contract Number must be complete as given to you when you received your completed contract each fiscal year with the state. These numbers are assigned by F & A and will be sent to you. A new contract number is assigned in reference to the year, example JC contract for 2000 was GG00... and for 2001 they were GG01... You **MUST** have the correct contract number on the invoice in order for the invoice to process.
- **F:** Rate, this is the amount agreed upon between the vendor and the state and is listed on the contract that the vendor signs. The rate usually changes each fiscal year and each invoice must have the correct rate in order for the invoice to process.
- **G:** Vendor Signature must be an original signature, no copies will be accepted and no stamps will be accepted. To cut down on questionable time we are asking the vendors to please sign the invoices in **BLUE** ink and then there will be no doubt if it is an original signature or not.
- **H:** Print Name must be the same name as the Vendor Signature.
- **I:** Date Signed must be completed before the invoice can be processed, this is the date that the vendor actually signed the invoice.
- **J:** Phone must be complete including the new area codes if yours has been changed, this is very important when we are trying to call you regarding an invoice problem.
- **K:** Service Provider is to be left blank unless the invoice is for Flex Funds completed by a CSA or Juvenile Court, no residential invoices, education invoices, health invoices etc need to fill this ☐ line in.
- **L:** Total amount of all pages must be complete in order to process the invoice, if you have only one page the amount that is at the bottom of the amount column is what will go on this line, if you have more than one page, the total off all the pages added together under that one contract number for the month that you are billing for will go on that line.

The above information is required on all Standard Claim Invoices, you may put the region (example NW, East, etc.) in the very top right hand or left hand corner only, please do not put it beside the rate etc. Also if you have a person that completes the invoice other than the person that signs them, that person's name and phone number would be helpful and could be listed as Contact Person in the same place as the region is listed. This information is helpful in case there is a problem with the invoice we know who to contact.

Please do not put any other information other than what is listed above in the A – L outline, any other information in these areas only delays the processing of the invoices.

**Child Information** must be completed as follows:

- **A:** The first column must have a letter from the alphabet A-T beside each line, do not skip around and have A then C then something else, do not skip putting a letter beside a line even if you have the same child listed on more than one line each line must have a different letter beside it. There can only be 20 children A-T listed on each invoice, if you have a second page do not start the lettering with U, it must start over with A.
- **B:** Last name column must be completed.
- **C:** First name column must be completed.
- **D:** MI column is not required unless you have the child middle initial.
- **E:** There must be a correct social security number listed for each child, if the child is a newborn please leave this blank and attach a memo explaining why the child does not have a SSN and when it was applied for. **Without this explanation and date, you will seriously delay the processing of the invoice.**
- **F:** Birth Date column must be the exact month (2 digits) day (2 digits) and year (2 or 4 digits)
- **G:** Sex must either have a F for female or M for male listed in this column.
- **H:** Proc Code column must be completed with 3 digits ONLY, the codes that you are to use are with the instructions that you received, if you have not received instructions and are in doubt as to which code to use, please contact us and we will be happy to send this information out to you.
- **I:** Allot Code column must either be a 20 (child not in state custody), 30 (child in state custody), or 40 (adoption), these codes must always be 2 digits ONLY.
- **J:** County Code column will always be 2 digits ONLY. These codes are also in the instructions that you received.
- **K:** CFA column must always have a N listed unless you are billing for provider code of FC (foster care) and the child has a Trust Fund Account with the DCS.

- **L:** Vendor invoice column is for the vendor to use if his records require a invoice number he may put the number in this column.
- **M:** Service start date column must have the month (2 digits) that you are billing for along with the day (2 digits) and the year (4 digits).
- **N:** Service end date column must have the month (2 digits) that you are billing for along with the day (2 digits) and the year (4 digits).
- **O:** Unit column must always have the days you are billing for as calculated by the proc code that you are using unless you are billing for Flex Funds, Emergency Beds, Adoption Permanency, Adoption Assistance, Foster Care, Permanency Reunification, Adoption Services, Juvenile Court, and Personal Allowance, will always be a 1.
- **P:** Amount column is the amount due for the line you are billing on.

The information listed above for child information as stated in A – P is the only information that is to be listed and the correct way it is to be listed in order for the invoice to process.